DOCUMENT RESUME

ED 473 023 IR 058 648

AUTHOR	Evans, G. Edward; Intner, Sheila S.; Weihs, Jean
TITLE	Introduction to Technical Services. Seventh Edition. Library and Information Science Text Series.
ISBN	ISBN-1-56308-922-X
PUB DATE	2002-00-00
NOTE	543p.
AVAILABLE FROM	Libraries Unlimited, P.O. Box 6926, Portsmouth, NH 03802-6926 (hardcover: ISBN-1-56308-918-1, $65; paperback: ISBN-1-56308-922-X, $49.50). Tel: 800-225-5800 (Toll Free); Fax: 603-431-2214; e-mail: lu-books@lu.com; Web site: http://www.lu.com/.
PUB TYPE	Books (010) -- Guides - Classroom - Learner (051)
EDRS PRICE	Document Not Available From EDRS.
DESCRIPTORS	*Cataloging; Classification; Consortia; Library Administration; Library Automation; Library Cooperation; Library Materials; Library Personnel; *Library Technical Processes; Serials
IDENTIFIERS	MARC

ABSTRACT

This updated edition covers all aspects of library technical services--from acquisitions to managing the cataloging department--with new emphasis on automation as it affects technical services work and those skills that can be developed through work experience or classroom instruction. Part One, General Background, consists of four chapters that address technical services introduction and overview, staffing, technical services administration, units, and cooperation/consortia and technical services. Part Two, Acquisitions and Serials, contains ten chapters that examine acquisitions background and overview, information producers, the acquisition process, order processes, distributors and vendors, print-based serials, electronic serials, government information, nonbook materials, and fiscal management. Part Three, Cataloging and Processing, contains eight chapters that discuss cataloging background and overview, decisions, description and access, subject analysis, subject headings lists, classifications, the MARC formats, and managing the cataloging department. Each chapter contains references, suggested readings, and review questions. Indexes are included. (MES)

Reproductions supplied by EDRS are the best that can be made
from the original document.